

CENTRAL INTELLIGENCE AGENCY REGULATION

BUILDING MAINTENANCE AND UTILITIES - DEPARTMENTAL AREA

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- (1) A. Requests for ~~services~~ ~~maintaining~~ ~~the~~ ~~alteration~~ and installations in buildings within the departmental Chief, Administrative Services Division, in duplicate, as appropriate. Installations and renovations in public buildings occupied by this Agency are performed by the General Services Administration, and therefore must be within the scope of codes and authorizations delegated to that Agency by the Congress.

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- X. Only authorized administrative personnel or their delegates will endorse requests which involve the expenditure of funds.

- (2) C. Requests should contain specific information and justification as to the type of service required and should be augmented with drawings or sketches if practicable. Personnel to be contacted in regard to the work should also be indicated. The Building Maintenance and Utilities Division will provide competent engineers when required and will assist in the planning of any project if desirable.

- (3) D. Requests involving the physical security of an area will be forwarded to the I & SO for recommendations or approval prior to action by the Building Maintenance and Utilities Division.

- (4) E. The requesting office will receive two copies of the correspondence prepared by the Building Maintenance and Utilities Division, to be forwarded to the General Services Administration, with a copy of the original request attached. One of these two copies should be certified and returned to the Building Maintenance and Utilities after completion of the

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Information regarding the numbers of personnel involved, the quantity of safes or other heavy equipment, should be indicated. Office moves will be coordinated with the Telephone Branch. Surveys and arrangements for moves normally require three days. Moving boxes and identification tags for furniture can be obtained on a verbal basis.

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X.D Parking Spaces

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The Chief, Administrative Services allots parking spaces to CIA Offices on the basis of personnel strength. These parking spaces are assigned in blocks of numbers on lots adjacent to the building in which the particular office is located, if possible. Parking stickers are issued for each assigned space and duplicate stickers are obtainable upon written request for drivers in car pools. Each office will furnish to the Administrative Services Office, information relative to each individual assignment as to the space assigned, name of employee, make of vehicle and license number. All personnel will observe CIA Notice No. [REDACTED], dated 17 January 1951 relative to parking in unauthorized spaces. Violations will be reported in writing to the Administrative Officer of the employee concerned.

X.E Telephone and Teletype Service

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Procedures as specified in paragraphs A, B, C, will be utilized for obtaining telephone and teletype service. The Chief, Telephone Branch will conduct surveys where necessary and will prescribe the type of installation required. Telephone installation service is obtained from the Chesapeake and Potomac Telephone Company and normally requires a minimum of three days to accomplish.

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[REDACTED] Maintenance Service may be obtained from the Building Services Officer by telephone or as otherwise appropriate. This service consists of non-reimbursable requests such as the replacement of light bulbs, broken steps, window glass, linoleum, locks and windows or doors, etc. The Building Services Officer will not be contacted in regards to alterations or installations.

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X.F. Utilities

Required utilities are obtained by the Administrative Services Office from the various utility companies or the General Services Administration upon the acquisition of new space. Requests for all utilities will be made only the Administrative Services Office. [REDACTED]

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X.G Hot Plates

Hot plates or coffee makers are considered to be a personal convenience and therefore the expenditure of government funds for such installations, which must be made

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in accordance with safety codes, cannot be permitted. Requests for hot plate installations will be made in writing to the Chief, Administrative Services. Upon approval, the Building Maintenance and Utilities Division will request an estimated cost from the General Services Administration, ~~of the installation.~~ This estimated cost will be forwarded to the requesting office in the form of an agreement whereby the requestee certifies that payment will be made by certified check or cash upon demand. This agreement should then be returned to the Building Maintenance and Utilities Division in order that the work request to the General Services Administration can be initiated. After completion of the installation, which consists of a check of the power circuit for capacity, a special wall receptacle and a fireproof base for the hot plate unit, the General Services Administration will submit a voucher for payment with the actual cost indicated thereon. Payment of this amount to the Building Maintenance and Utilities Division will be requested, and the monies thereafter turned over to the Finance Office for submission to the Treasury Department.

~~E. 8.~~ Accidents involving Personnel injuries and Property Damage.

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Personnel injuries or damage to buildings will be reported immediately in writing to the Chief, Administrative Services for t of the Guard, General Services Administration. ~~An investigation will be made by that office with the necessary forms relative to the incident filed with the Public Health and Compensation Bureaus.~~

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